

## ROOM RESERVATION FEES BEGINNING AUGUST 1, 2012

City of Costa Mesa  
Public Services ♦ Recreation Division

# NEIGHBORHOOD COMMUNITY CENTER

### Organization

### Facility

### Rate

The following rates are effective seven days a week:

<b>Resident/Private</b>	Costa Mesa Room	\$ 130.00/hour
	Adams	110.00/hour
	Baker	90.00/hour
	Victoria	40.00/hour
	Hamilton	35.00/hour
	Seminar Rooms*	30.00/hour
	Alcoves	20.00/hour
<b>Non-Resident/Private</b>	Costa Mesa Room	\$ 180.00/hour
	Adams	160.00/hour
	Baker	140.00/hour
	Victoria	65.00/hour
	Hamilton	60.00/hour
	Seminar Rooms*	55.00/hour
	Alcoves	30.00/hour
<b>Resident/Commercial</b>	Costa Mesa Room	\$ 230.00/hour
	Adams	210.00/hour
	Baker	190.00/hour
	Victoria	100.00/hour
	Hamilton	95.00/hour
	Seminar Rooms*	90.00/hour
	Alcoves	40.00/hour
<b>Non-Resident/Commercial</b>	Costa Mesa Room	\$ 255.00/hour
	Adams	235.00/hour
	Baker	210.00/hour
	Victoria	115.00/hour
	Hamilton	110.00/hour
	Seminar Rooms*	105.00/hour
	Alcoves	45.00/hour
<b>Resident/Non Profit**</b> (501c organizations in Costa Mesa - available Mon – Thurs: 8am – 11pm, Fri: 8am – 5pm)	Costa Mesa Room	\$ 80.00/hour
	Adams	55.00/hour
	Baker	50.00/hour
	Victoria	30.00/hour
	Hamilton	25.00/hour
	Seminar Rooms*	20.00/hour
	Alcoves	15.00/hour

\*Seminar Rooms include Fairview, Harper, Paularino, Capri, and Dakota

\*\*Must have copy of 501c with Costa Mesa address to prove Non-Profit status.

**ALL RENTALS ARE MINIMUM TWO HOURS IN LENGTH**

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### ADDITIONAL FEES

	<u>Full Kitchen</u>	<u>Partial Kitchen</u>
Resident/Non-Profit (weekday only)	\$30.00/hour	\$20.00/hour
Resident/Private	\$35.00/hour	\$25.00/hour
Non-Resident/Private	\$40.00/hour	\$30.00/hour
Commercial	\$55.00/hour	\$45.00/hour

	<u>Lobby</u>
Resident/Non-Profit (weekday only)	\$15.00/hour
Resident/Private	\$20.00/hour
Non-Resident/Private	\$25.00/hour
Resident/Commercial	\$55.00/hour
Non-Resident/Commercial	\$65.00/hour

#### ITEMS AVAILABLE FOR RENT

Portable Bars.....	\$ 30.00/each
Easel.....	\$ 10.00/each
Additional Microphones.....	\$ 15.00/each
Microphone Stand.....	\$ 10.00/each
Lapel Microphone.....	\$ 30.00/each
Portable Sound System.....	\$ 55.00/each
Video Projector.....	\$ 155.00/each
DVD.....	\$ 20.00/each
TV – 25”.....	\$ 20.00/each
TV – 32”.....	\$ 35.00/each

#### COFFEE SERVICE

Coffee Urn	50 cups	\$ 15.00/each
Coffee Urn	100 cup	\$ 25.00/each
Full Coffee Service	50 cups	\$ 30.00/each
Full Coffee Service	100 cups	\$ 40.00/each

#### ADDITIONAL FEES

<i>Alcohol Liability Insurance</i>	\$ 176.15/event
Unauthorized extension of time in facility	\$ 150.00/hour
Cancellation/Transfer of reservation – Seminar and/or Hamilton Rooms	\$ 25.00/each
Cancellation/Transfer of reservation - Costa Mesa, Adams, Baker, Victoria Rooms	\$ 105.00/each

### DEPOSITS

Costa Mesa Room/Adams Room (non-alcoholic events)	\$ 500.00
Victoria/Baker Room (non-alcoholic events)	\$ 250.00
Seminar and Hamilton Room (non-alcoholic events)	\$ 100.00
Deposit when alcohol will be served	\$ 750.00
Video Projector	\$ 500.00/event
Lapel Microphone	\$ 100.00/event

There is no charge for the first microphone, podium, easel, or screen.

All deposits are in addition to rental fees and are refundable after the rental, provided patron abided by alcohol and beverage rules, is out of the facility on time, clean up has been done properly and there has been no damage to facility and furnishings. If any of the above requirements have not been met, an appropriate amount of the deposit will be retained.

Any group using the Neighborhood Community Center will be invoiced any additional cost over the deposited amount, for loss or damage to equipment.

**All fees subject to change**